DoD Performance Management Program

Employees How to Guide: Progress Reviews

DCPDS WEBSITE

https://compo.dcpds.cpms.osd.mil/rsouiportal/Acce ssRegions.jsf

DPMAP - MYBIZ

DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

- Reference CNGBI 1400.25, Vol 431
- Periods of appraisal:

Trial/Probation - 1 year from appointment

Annually - 1 Apr – 31 Mar, Effective date of 1 Jun

<u>DPMAP – Performance Plan Requirements</u>

- Mission Goals
- Job Objectives (3 to 5) Critical areas of Position Specific, Measurable, Aligned, Relevant/Realistic & Timed (SMART)
- Interim/Progress Review mandatory Higher level review not required if employee is performing at the fully successful level or higher.
- Self Assessment Employee should be given the opportunity to provide comments on progress review and annual appraisal
- Annual Appraisal Employee comments and HLR required

Performance Timeline

- Performance Plan Approved; plan due within 30 days of assignment to a position or after the end of a previous rating period, not 30 days after the previous appraisal was complete.
- **Progress Review**; must be on an approved plan (this includes modified plans) for at least 90 days, must be 90 days with current supervisor, and at least 90 days prior to the rating period end date.
- Annual Appraisal; due 30 days after end of rating period, e.g. end date is 31 March, appraisal due NLT 30 April.



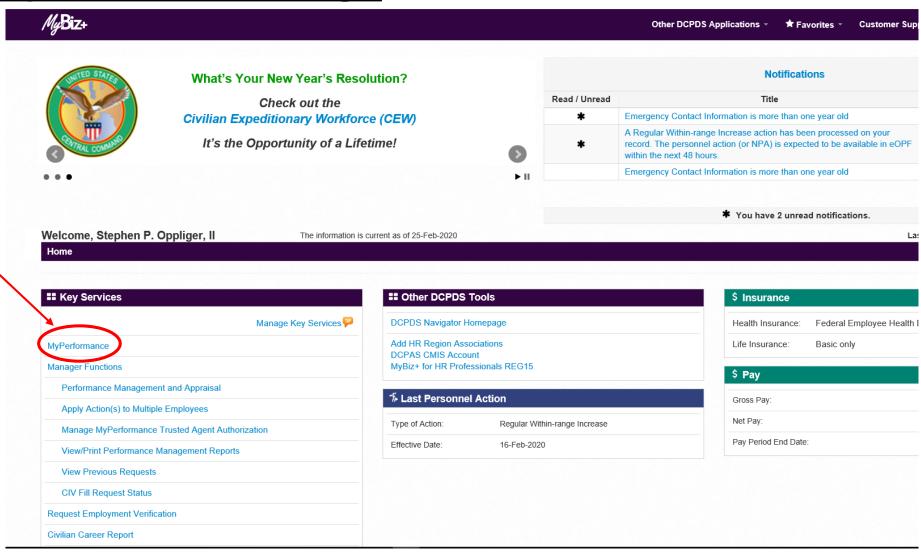
Performance Management

- Ongoing
- Supervisors and employees share responsibility
- Consist of:
 - ✓ Proactively planning work and setting expectations
 - ✓ Continually **monitoring** performance
 - ✓ Evaluating performance in a summary fashion
 - Recognizing and rewarding good performance





MyBiz+ Home Page



Ensure that you are the current owner of the plan. If you are not the owner, contact your rating official and have them transfer the plan to you.



MyPerformance

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MyPerformance Main Page

Provide Guest Feedback My Journal

Employee

MyPerformance Main Page

Need Help?

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

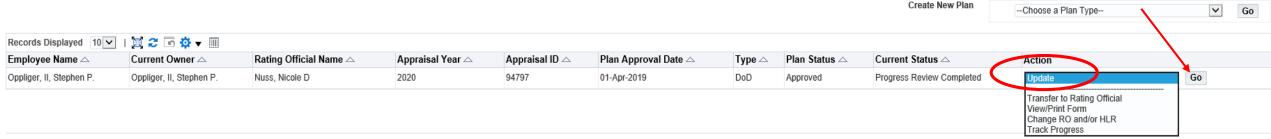
To complete other actions described above:

- · Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- · Select the 'Go' button

- Select an option from the Action column
- · Select the 'Go' button

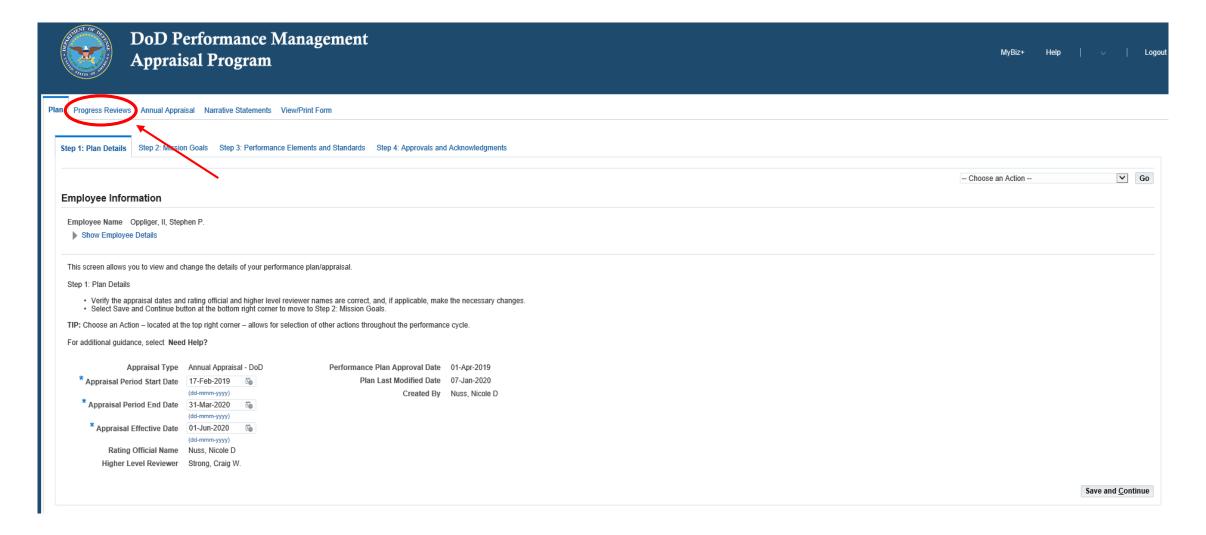
Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Oppliger, II, Stephen P.

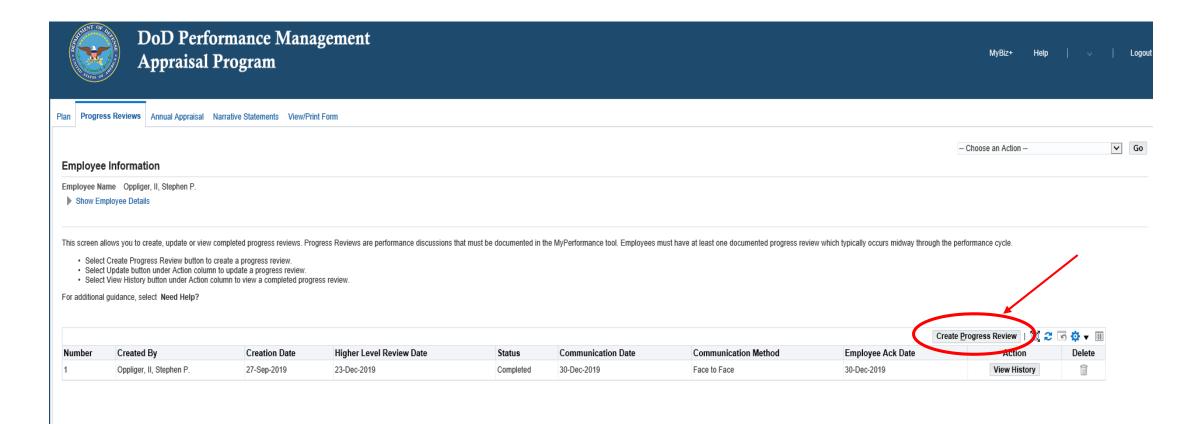


Select the link to search for completed plans

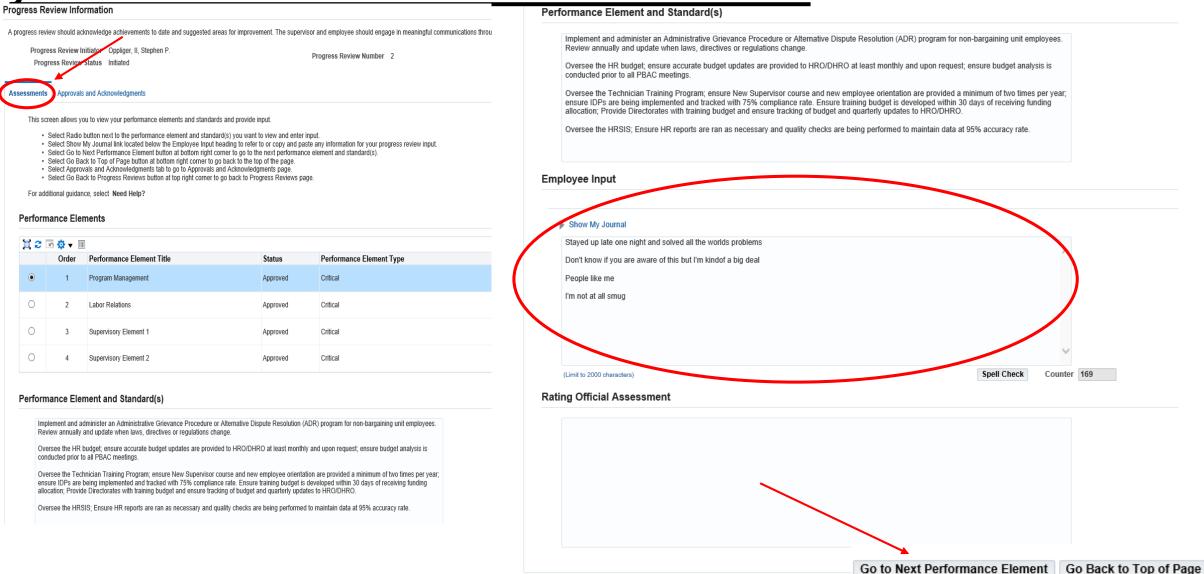
Select Progress Reviews tab



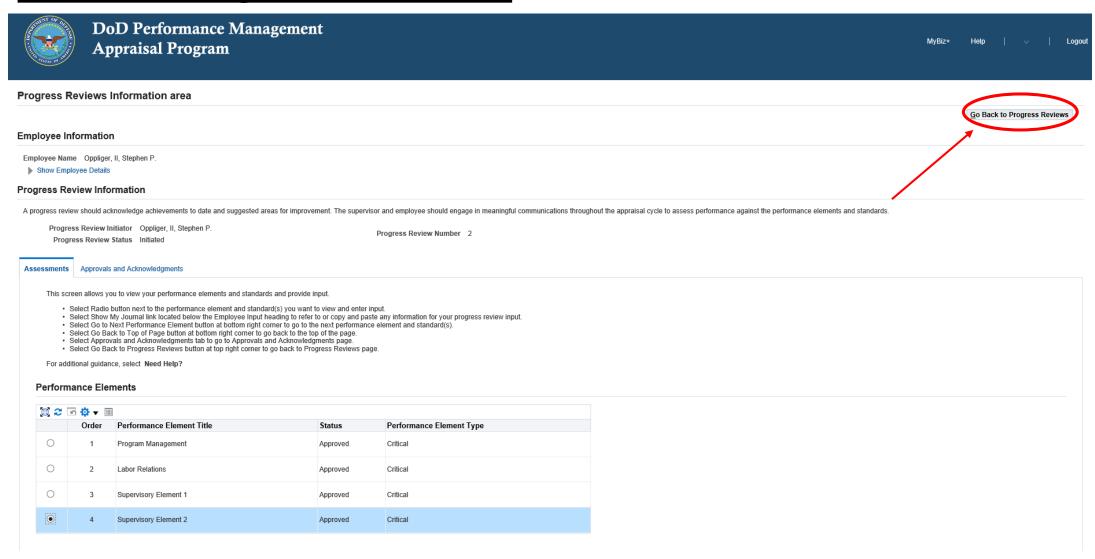
If you have an existing progress review, select update to continue, if not, select Create Progress Review.



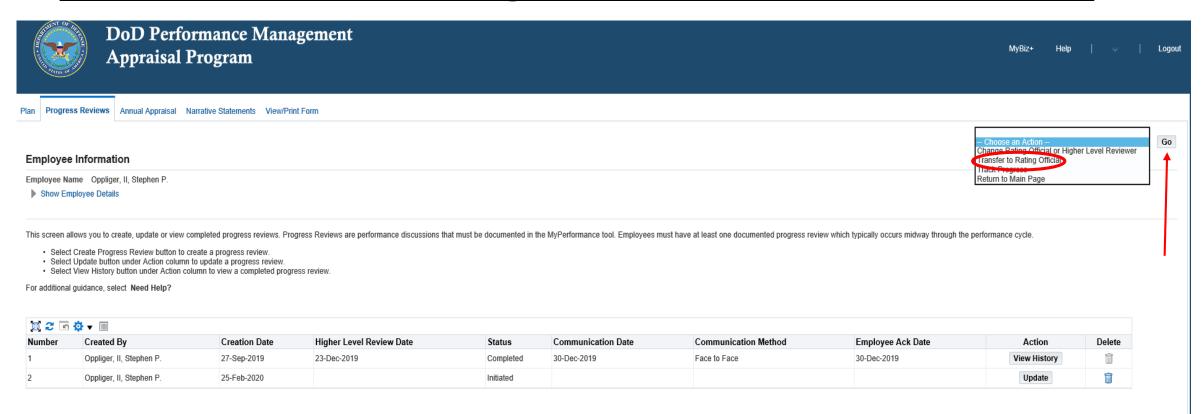
Select the Assessments tab and add your Employee Input for the element, then select Go to Next Performance Element until you have added comments for all elements.



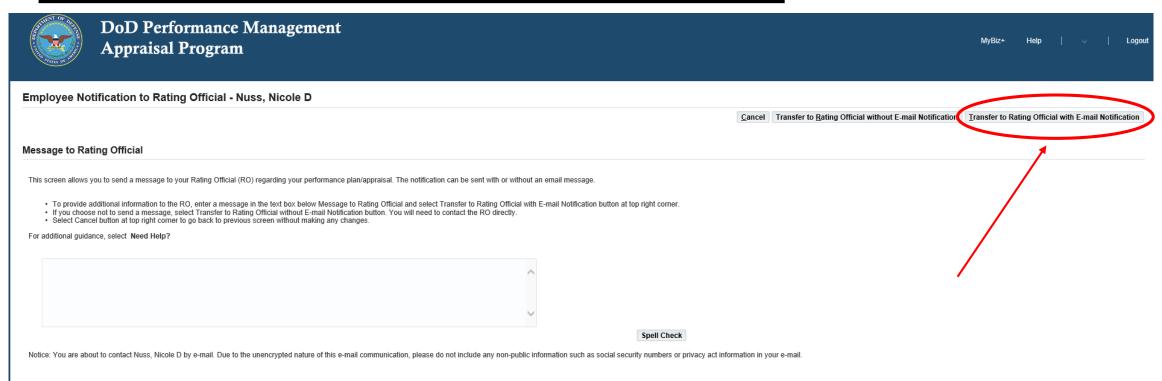
Once you have added your input to all elements, select Go Back to Progress Reviews.



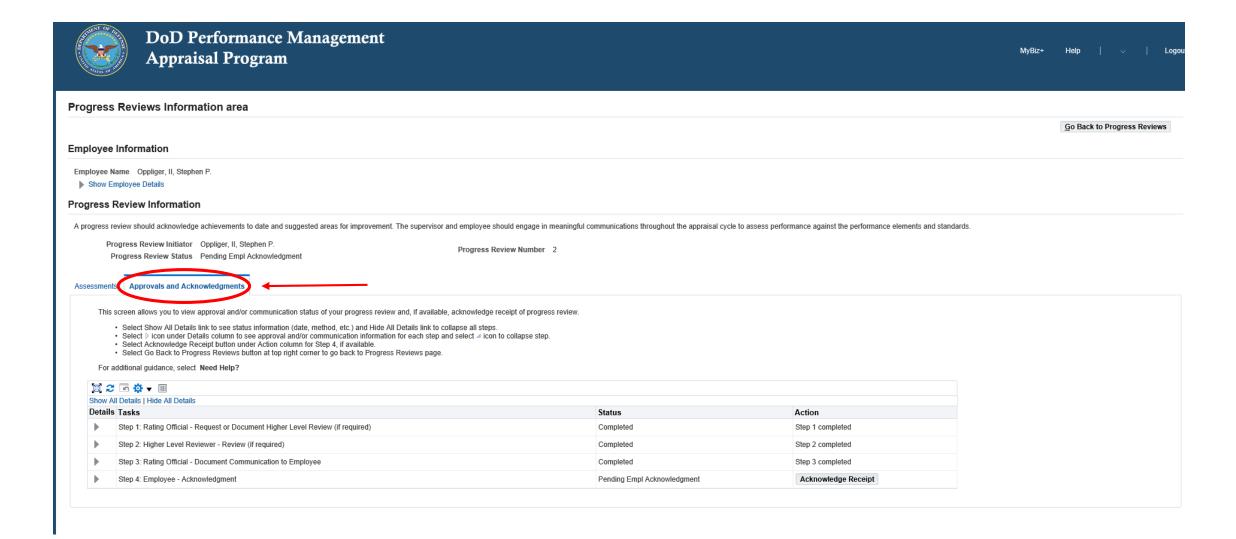
Transfer Plan to Rating Official w/email Notification



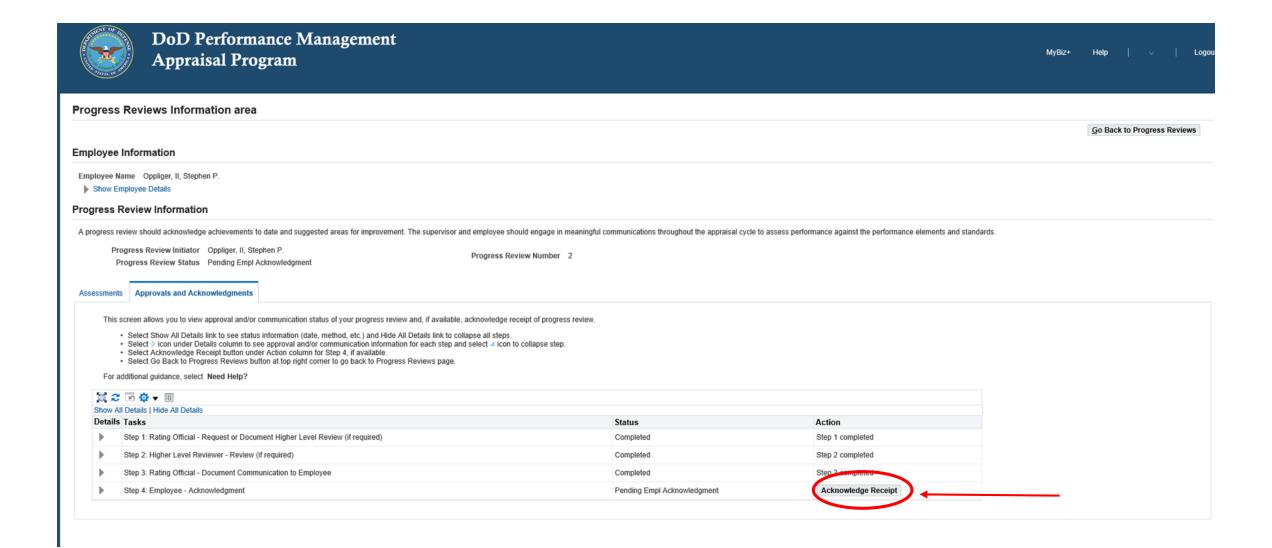
Transfer Plan with e/mail Notification



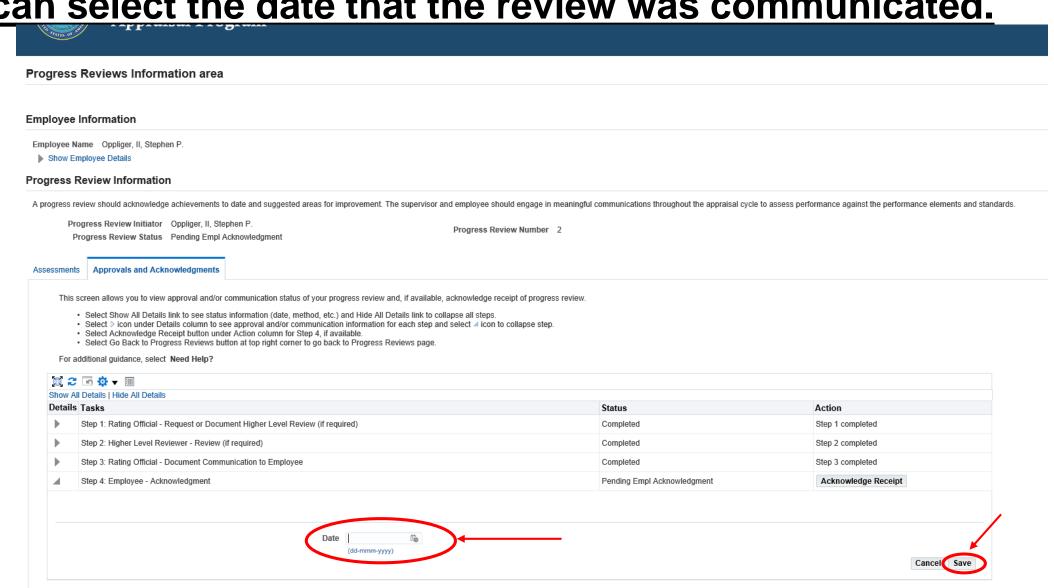
After the Progress review has been approved by your Rater: Return to Progress Review and Select Approvals and Acknowledgments Tab



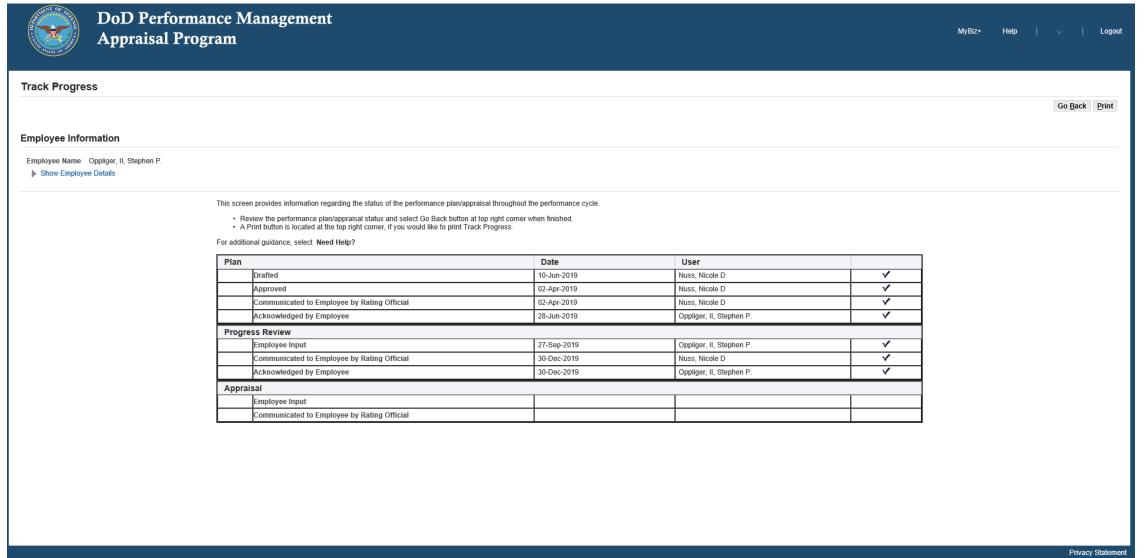
Complete Step 4 - Acknowledgment



Enter Date and Save. If the progress review was communicated to you but you forgot to acknowledge, you can select the date that the review was communicated.



Track Progress Screen should now show check marks in all blocks. This page is accessible through the MyPerformance Main Page at any time.



My Biz\My Workplace\DPMAP

 If you encounter login or access issues with MyBiz/MyWorkplace, please contact Denise Anderson – Ext 8177

 If you have any questions regarding how to use MyBiz, or have questions regarding employee performance, please contact Steve Oppliger – Ext 8185

NEGUARD WEBSITE

